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- IT is suggested that we proceed in the order listed below to effect transfer of SSU employees, records, property and funds to the CIG effective as of 20 October 1946:

Basic Points to be cleared by Responsible Officials in CIG

1. Secure approval of letter authorizing the establishment of "Working Fund".
2. Give provisional security clearance to all SSU field employees, so that they may be picked up by CIG.
3. Determine status of foreign CIG Missions with respect to their relationship with military commanders and Embassies and Legations abroad.
4. Secure clearance from War Department for the transfer of all assets of SSU to the CIG.
5. After the above points are clarified dispatch cable to each Chief of Mission abroad advising that CIG will take over missions on 20 October and outlining general duties and responsibilities of missions and general policies to be followed in operating under CIG.

After the above points have been cleared the Adm. Divisions should prepare and dispatch a cable to the field:

Points to be included in cable to the field

1. The effective date of liquidation of SSU activities in the field will be 19 October 1946. The effective date of picking up all employees, records, and property by CIG will be 20 October 1946.
2. The effective date of withdrawing and/ or transferring all SSU funds and setting up CIG funds will be _____.
3. SSU cash and advances will be taken up by CIG and handled in the following manner:
4. All employees will be picked up by CIG at same salary rate they received under SSU. However, job descriptions will be required and later classifications will be based upon duties and responsibilities of each employee.
5. All salaries and all other expenses of foreign missions will be paid from "Special Funds" after 20 October 1946.
6. Employees transferred who had civil Service Status under CIG will retain status after transfer to CIG. Retirement deductions, bond and insurance deductions etc. will continue to be made from their salary in Wash.
7. Overseas Data Sheets will be prepared in Wash. and forwarded to field. They must be signed by the employee and returned to Wash. not later than _____.
8. Chief of Mission must give each employee written notice of termination from SSU on or before 19 September 1946. Termination to be effective as of COB 19 October 1946.
9. Employees who are in a travel status in connection with a change of official station cannot be transferred to CIG until after the date of arrival at his new post of duty. Employees in a temporary travel status as of 20 October will have to be provided with CIG travel orders covering travel after midnight of 19 October.
10. Due to difficulties involved in handling transfers of employees in travel status request that all employees be required to stay at their stations on Oct. 19-20 except in cases of extreme emergency.

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11. Any SSU vouchered obligations presented for payment after ~~20 October~~ 1946 will be forwarded to Washington for payment.
12. Any SSU unvouchered obligations presented for payment after 1 November 1946 will be handled as follows:
13. On 20 October the Chief of each Mission will be required to send a cable to Washington listing the name and official station of each employee in his area and requesting that they be appointed to a position with CIG as of that date. A separate list of military personnel will also be sent requesting that they be assigned to CIG as of that date.

After the above mentioned cable is dispatched a pouch letter will follow which will provide additional detailed instructions on the above points and will transmit various forms with the request that they be executed and returned.

Additional Points to be covered in Letter of Instruction to the Field

1. Request job descriptions for each employee.
2. Secure balance of Annual & sick leave of each employee as of COB 19 October.
3. Send out forms and secure new "Oath of Office" for each employee eff. 20 October.
4. Send out forms and secure new "No Strike Pledge" for each employee.
5. Send out forms and secure new "Engagement Sheet" for each employee.
6. Send out forms and secure new "Security Forms" from each employee.
7. Send out completed forms "Overseas Data Sheets" and request they be signed & returned.
8. Send out new Special Funds voucher form and instructions for payment of salary and L&Q after 20 October 1946.
9. Instruct field with respect to final Vouchered payments and liquidation of vouchered obligations, notations of termination to be inserted on final payrolls et
10. Other instructions regarding personnel and Finance activities under CIG which will be sufficient to guide field offices until detailed CIG policies and instructions are sent out.

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